

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 09 SEPTEMBER 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

STAT (1) TG representative [] has completed his
initial evaluation of CD/SD's request to create a stand-alone
STAT Depot Issue Notice (DIN). He estimates that 11 weeks of full
time programmer effort will be required. A potential security
problem with the Depot DIN printers may require their
replacement. []

STAT (2) A series of meetings are in progress to determine the
STAT impact of changing the [] configuration so
STAT that []. The study will produce
both a work-hour and elapsed-time estimate and will be provided
NLT 24 Sep.

STAT (3) [] attended a meeting with the DC/SD,
C/SMB, and C/DCB to discuss the reporting capabilities that will
be required for the tracking of the line item and funds
STAT expenditure associated with anticipated funding []
STAT []. Our understanding is that reports are required in two
formats: (1) a summary by FAN number and material category
reflecting back order, in process, shipped and total (the totals
being reported are number of line items and associated cost),
and (2) a report that would provide record detail to support
the summary. We agreed that this reporting capability would be
handled on a priority basis and all other work on ICS would be
stopped, except for the yearend closing process.

STAT (4) On 4 Sep, the OL Wang Systems Coordinator visited the
Logistics Support Group at NPIC. The purpose of the visit was
to discuss the use of Wang visual memory databases to track work
orders and trouble calls and the methods by which the Wang
system can be used to generate needed reports from these
databases.

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B. Records Management

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In compliance with Executive Order 12356, all OL divisions and staffs were requested to keep a count of the number of classified documents originated in their office during the period 15-19 Sep 86. This is the second count made during FY 86; the first count was in Mar. The statistics collected will be submitted to OIS and will be used to compile a report to the Director of the Information Security Oversight Office.

C. Regulations

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IMSS actions on regulations included the following:

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3. Appraisal of Staff Activity during Past Week:

A key milestone was achieved with the printing of the 70-page Logistics Yellow Pages. IMSS developed a comprehensive special mailing list, and OC/OL ISC is in the process of distributing more than 700 copies. Work continued on coordinating planning guidelines for the annual OL Planning Conference to be held at the Sheraton - Fredericksburg on 7-8 Oct; selecting topics for

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the Nov 86 OL Quarterly; and providing advice/editing assistance to PMS for their draft "Procurement Guide for the Layman." Two "image" LANs, #86-15 and 86-19, were distributed early last week; the first was based on critiques of the early-summer Logs Orientation Course, and the second summarized OL 3d-Qtr activities as announced in the "overview" at the Aug OL Quarterly. IMSS also received from P&PD the printed copies of a special "image" LAN containing a crossword puzzle and small poster, but this LAN must await receipt of a 16 x 24" poster, due from P&PD next week, which should be distributed first.

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The LOCS "Strawman Cable" to overseas sites was transmitted for comment. OL components were interviewed and requested to provide input to the Report of Classifications Decisions bi-yearly effort during the period 15-19 Sep. The RECD information-handling audit continues at a vigorous pace. Functional assessment of MSA software for CLAS continues, and [] started his overlap with [] on 8 Sep. C/IMSS visited OP and met with the OP Executive Officer and logs personnel.

4. Perspective of Staff Activities During Forthcoming Week:

OL Division and Staff Chiefs will be requested to conduct the year-end inventory of their record holdings during the first week in Oct. Work continues on a draft D/L cable to the field conveying significant OL accomplishments during FY 86. Efforts are continuing on developing IMSS FY-87 objectives and FY-89/90 new funding initiatives consistent with the D/L's recently distributed Action Plan and the OL Five-year Plan.

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